wireless network installation. A laptop and wireless PCMCIA network card (802.11a, 802.11b, or 802.11g compatible cards) are required. The NEX carries compatible wireless PCMCIA network cards. A limited pool of laptops and wireless network cards are available for short duration checkout from Room H-210. The staff in H-210 and various training classes will be available to provide registration of personal laptops on to the NWC unclassified network.

Software

The NWC uses Windows 2000 as the operating system on all desktop computers in the student computer rooms and the library. The office automation software is the Microsoft Office 2003 suite, which includes Microsoft Word, Microsoft PowerPoint, Microsoft Access and Microsoft Excel. Internet Explorer 6.0 is the Internet browser used at NWC. Symantec's anti-virus software is used and is updated weekly to reflect the most current protection available. All NWC software is available for use by students and staff on personal computers through licensing agreements. Visit H-210 to gain more information, the licensing agreements, and copies of the software.

Students may use any software application on their personal computers to complete course work at NWC. However, to use NWC computers and printers, NWC installed software must be used. If students choose to work on their own computer as well as use the student computers, any file formats or application versions should be compatible; if not, it is the student's responsibility to convert them.

E-Mail

All students will receive an *nwc.navy.mil* e-mail account. To activate the account, students must use an NWC computer terminal to initially access the NWC Intranet, Computer Account Request System (CARS) site. Students should refer to separate instructions provided by the Information Resources Department (IRD) on how to manage their computer account.

Students using a personal Internet Service Provider (ISP) can access their email from home by going to: <https://webmail.nwc.navy.mil> (Note the "s" in https). This provides access to Outlook Calendar, email, and contacts. Access to the NWC Intranet will not be available through this connection.

Computer Training

Training classes for the software supported at NWC are available and the schedule is linked on the NWC Intranet homepage.

Typing

The Naval War College does not have adequate manpower resources to provide typing services to the student body. Each academic department

requires the submission of professionally written and typed papers. Students who elect to have their papers professionally typed will see ads posted on student bulletin boards. All typing is at the expense of the student and on terms negotiated with the typist. In order to prevent unethical practices, War College staff personnel are not allowed to type student papers during working hours; negotiations with respect to the typing of papers must be conducted outside normal working hours.

Special Events Projects

The Director, Special Events Department plans and coordinates the support of all visits of groups and individuals not directly associated with the academic curriculum of the Naval War College. This includes answering all requests for information regarding visits and tours of the College, and coordinating arrangements for guest speakers. Arrangements for visitors to use Naval War College spaces such as seminar rooms, video teleconferencing facilities, and auditoriums are made through the Special Events Office.

In particular, the Head, Major Events Division, coordinates major conferences and forums that are part of the curriculum and for which attendance is mandatory. Held between trimesters, these are the Dr. Michael I. Handel Strategy Conference, the Intersessional Conference, and the Current Strategy Forum.

Audio/Visual Services

The Audio Projection Branch is located in Room SP-115 (adjacent to Spruance Auditorium), telephone 841-4008. This shop can provide tape recorders, a variety of video projection devices, closed circuit TV, and videotaping capability. Some of this equipment may be provided for student course work. Requests for equipment or services should be made well in advance of requirements.

A file of audio tape recordings (cassette) of past lectures is kept in the classified library section. These are available for loan to students.

Graphic Arts

The Graphic Arts Department is located in Room P-348, telephone 841-3537. This shop is equipped to provide charts, viewgraphs, and slides from locally produced work.

Students normally do not require graphic arts support to complete the curriculum. Students who are conducting specific research, such as ARPs and Mahan Scholar work, who require graphics arts support cannot submit their requests directly. Requests must be submitted via their faculty advisors to receive Graphic Arts Department support.